



## JOB DESCRIPTION

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<b><u>TITLE:</u></b>	Substitute Teacher
<b><u>CATEGORY/DEPT:</u></b>	Early Childhood Education (ECE/CDE)
<b><u>REPORTS TO:</u></b>	Early Education Center Manager
<b><u>REPORTING STAFF:</u></b>	No
<b><u>STATUS:</u></b>	Non-Exempt

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### **AGENCY OVERVIEW:**

Westside Children's Center (WCC) exists to give at-risk children and children living in poverty the foundation they need to increase their life choices and lead fulfilling lives. For over 25 years, WCC has been providing thousands of at-risk children and their families with critical, high-quality early education programs (including comprehensive Early Head Start services), family strengthening interventions, foster care and adoption services, and a range of vital, integrated services, including educational assessments, disabilities screenings, nutrition, dental and vision screenings, and pediatric health consultations.

### **JOB SUMMARY:**

The Early Childhood Education Substitute Teacher shall assist the classroom staff in implementing a structured classroom on an as needed basis. The substitute shall be responsible for aiding the childcare teacher in the implementation of the daily schedule and routine, leading activities, ensuring safety and security of clients, and supervision of clients. The substitute shall develop nurturing relationships with the clients within a context of consistency and structured routines.

### **ESSENTIAL JOB DUTIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required.

#### **General**

- Use daily classroom activities and routines as opportunities to promote children's social, emotional, language, cognitive, and physical development
- Assist teachers in the development and implementation of a structured classroom environment
- Always maintain required adult-child ratios in the classroom
- Maintain constant supervision of children (remain within sight and sound of children at all times)
- Follow classroom policies and procedures to ensure the health and safety of children at all times

#### **Classroom**

- Supervise classroom routines which includes, toileting, diapering, food preparation, and transitions.
- Assist in keeping the classroom organized and arranged appropriately

- Assist in organizing classroom materials to carry out activities.
- Model appropriate behaviors
- Utilize developmentally appropriate behavior management techniques in the classroom, as needed, to guide and support children's needs
- Keep teachers and the Director of Early Childhood Education or other Center management informed of problems that arise in the classroom
- Follow the proper procedures when releasing children during pick up time

### **Relationships with Parents/Legal Guardians**

- Assist teachers in maintaining open and positive communication with parents/legal guardians
- Attend training, workshops, and seminars as requested by the Director of Early Childhood Education and childcare requirements
- Report any issues or concerns that arise in communication with parents/legal guardians

### **Team**

- Build positive communication and cooperate with other staff to create and maintain a professional atmosphere
- Cooperate with staff members regarding program decisions
- Participate in required staff meetings, in-service trainings, and staff development as requested by the Director of Early Childhood Education
- Communicate with staff members regarding issues concerning children and/or their parent/legal guardian
- Follow through with program decisions, plans, and expectations

### **Professional Development**

- Participate in all requested staff development programs at Center and obtain yearly and/or ongoing training as required by licensing and/or Center
- Complete and report any symptoms of child abuse to supervisor and the child abuse hotline
- Complete daily health checks regarding hygiene, safety, and overall wellbeing of the children
- Assist with functioning and monitoring of nutrition and food service (CACFP)
- Report all staffing and classroom concerns to supervisor in a timely manner
- Report family changes in schedules and excessive absences to administration in a timely manner
- Participate in ongoing development and evaluation of Center's goals and objectives
- Staff must believe in and act in accordance with both the Westside Children's Center and the Center's goals and objectives

In accordance with our "team" philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description.

### **QUALIFICATIONS & EDUCATION:**

- Preferred A.A. in early childhood education or related field (12 units of course work in Early Childhood Education) with prior experience with infant/toddler and preschool age children; or High School Diploma with prior experience with infant/toddler and preschool age children in a licensed childcare center, or a substitute certificate
- Required at least 6 ECE units
- Pediatric CPR & First Aid certification required
- Early Child Development knowledge and experience
- Dependable character and personal qualities as verified through interviews and reference checks, including law enforcement authorities
- Requires strenuous activity at times
- Good communication, problem solving, and priority setting skills as well as maintaining an overall positive and professional attitude /disposition

- Ability to effectively plan, organize and implement educational activities
- Ability to make decisions on behalf of children and protect their well-being
- Must be able to manage confidential information
- All employees, regardless of position, serve as role models for children and adolescents who are served by our agency. Therefore, each employee must at all times be emotionally stable and able to function effectively with children, adolescents and adults who may have mental or behavioral health problems. The staff must be able to demonstrate appropriate daily behavior, appropriate expression of emotions, as well as appropriate role modeling. Hostility, aggression and unnecessary or inappropriate physical actions as well as inappropriate emotional expression are not acceptable.
- Fingerprint background clearance (DOJ, FBI & Child Abuse Clearance Index), or approved exemption
- Successful completion of pre-employment physical and PPD risk assessment

*Westside Children's Center is an equal opportunity employer and encourages all applicants and seeks to hire qualified staff who reflect the rich diversity of the communities we serve. We define diversity in broad terms to include race, ethnicity, nationality, age, gender, religion, sexual orientation, gender identity and expression, disability, geography, socio-economic status and other unique attributes that make us who we are.*

**FOR CONSIDERATION:**

Send cover letter and resume to [hr@westsidechildrens.org](mailto:hr@westsidechildrens.org)